

# How to order Print-On-Demand Decal Stock & Toner

KCOA Meeting  
September 15, 2011

# Background Information

- ▶ KDOR has partnered with Standard Register to provide the print on demand decal stock and toner.
  - ▶ All supplies (decals or toner) will be ordered on-line using SMARTworks.
  - ▶ Every county will be issued a user id and password into SMARTworks.
  - ▶ Every county inventory representative will receive an e-mail notification for detailed on-line training being offered on October 4th, 5th & 6th.
- 

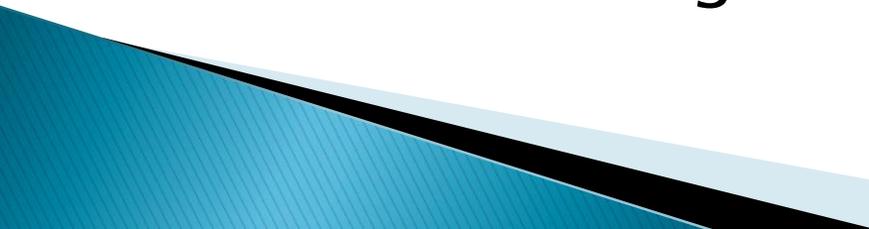
# Toner Cartridge Information

- ▶ You **must** use OEM toner cartridges to ensure the decal prints correctly.
- ▶ The state **strongly encourages** you to purchase directly from Standard Register.
- ▶ The Standard Register OEM toner cartridges are \$247.80 (which is a HIGH yield 20,000 page cartridge). (Price includes shipping)
- ▶ For comparison – there are “standard yield” toner cartridges and “high yield” toner cartridges. (7,000 pages vs. 20,000)

# SMARTworks Availability

- ▶ Coming soon – Mid/Late October the site should be functional for all toner orders.
- ▶ In the meantime, you can still order toner through Standard Register via e-mail. (Send Michelle Dixon an e-mail and indicate the quantity you need along with your three digit county situs/code).
- ▶ Michelle's e-mail address is:  
Michelle.Dixon@standardregister.com

# Decals for 2011 & 2012

- ▶ The 2011 decals will come directly from the state. The quantity will be small and will be shipped in November.
  - ▶ The 2012 decals need to be ordered by your inventory representative the week of November 7<sup>th</sup>.
  - ▶ Your county will receive notification from the state indicating the amount to order.
- 

# 5 Year Registration Decals

- ▶ A collective business decision was made to print the 5 year Registration Decal on the current year decal color.

# Login Screen

**SMARTworks<sup>®</sup>**  
**LOGIN.**

USER NAME:

PASSWORD:

*Forget your password?*

»» SUBMIT

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# Welcome Screen

Welcome Kansas Test User 5



## Quick Links

[Place Order](#)

[Track Order](#)

[Handling Instructions](#)

[Auditing Procedures](#)

[Damaged Product](#)

[Returns](#)

## Announcements

Welcome to your on-line ordering system powered by SMARTworks; your source for new Print-On-Demand Vehicle Registration Forms and Lexmark Toner!

Cost Centers have now been loaded into the system. These will populate billing and shipping information

## Helpful Hints

The **back button** is disabled for this site

Please disable your Pop-up Blocker

Some products require Adobe Reader to view item details. If you do not have Adobe Reader, please go to [www.adobe.com](http://www.adobe.com)

[Quick Reference Guide](#) [pdf]

## Account Contacts

Your Customer Account Number is **1320731**. Please provide this number when you contact the Customer Support Center (CSC). It will allow us to quickly locate your account information.  
**Phone 866-541-0937**

# Place Order

Welcome Kansas Test User 5



**Quick Links**

- [Place Order](#)
- [Track Order](#)
- [Handling Instructions](#)
- [Auditing Procedures](#)
- [Damaged Product and Returns](#)

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# Browse List of Decals & Toner

## Browse Catalog

Products for PRINT ON DEMAND DECAL STOCK & TONER

**Current Location:**

[/State of Kansas DOR \(1320731\)/PRINT ON DEMAND DECAL STOCK & TONER](#)

Note: You must click 'Add to Shopping Cart' to save your Order Quantity changes. To checkout, click on the 'Proceed to Checkout' button.

[Add to Shopping Cart](#)

[Proceed to Checkout](#)

[Cancel](#)

Displaying products 1 - 3 of 3

Page: 1

	<p><b>Product ID:</b> <a href="#">2012REGYLWGRN</a> <b>Description:</b> 2012 VHCL REG YLW GRN <b>Extended Description:</b> N/A <b>Unit of Issue:</b> 1000/CT <b>Quantity:</b> <input type="text"/></p>
	<p><b>Product ID:</b> <a href="#">2013REGLMNYLW</a> <b>Description:</b> 2013 VHCL REG LMN YLW <b>Extended Description:</b> N/A <b>Unit of Issue:</b> 20800/CT <b>Quantity:</b> <input type="text"/></p>
	<p><b>Product ID:</b> <a href="#">LEXT650H84G</a> <b>Description:</b> LEXMARK LEMAR TONER <b>Extended Description:</b> SRC ITEM # 13650 <b>Unit of Issue:</b> 1/EA <b>Quantity:</b> <input type="text"/></p>

Page: 1

# Add to Shopping Cart / Proceed to Checkout

Products for PRINT ON DEMAND DECAL STOCK & TONER

Current Location:

[/State of Kansas DOR \(1320731\)](#)/PRINT ON DEMAND DECAL STOCK & TONER

Note: You must click 'Add to Shopping Cart' to save your Order Quantity changes. To checkout, click on the 'Proceed to Checkout' button.

[Add to Shopping Cart](#)

[Proceed to Checkout](#)

[Cancel](#)

Displaying product 1 of 3 of 3

Page: 1

	<b>Product ID:</b> <a href="#">2012REGYLWGRN</a> <b>Description:</b> 2012 VHCL REG YLW GRN <b>Extended Description:</b> N/A <b>Unit of Issue:</b> 1000/CT <b>Quantity:</b> <input type="text"/>
	<b>Product ID:</b> <a href="#">2013REGLMNYLW</a> <b>Description:</b> 2013 VHCL REG LMN YLW <b>Extended Description:</b> N/A <b>Unit of Issue:</b> 1000/CT <b>Quantity:</b> <input type="text" value="1"/>
	<b>Product ID:</b> <a href="#">LEXT650H84G</a> <b>Description:</b> LEXMARK LEMAR TONER <b>Extended Description:</b> SRC ITEM # 13650 <b>Unit of Issue:</b> 1/EA <b>Quantity:</b> <input type="text"/>

Page: 1

[Add to Shopping Cart](#)

[Proceed to Checkout](#)

[Cancel](#)

# Review Order



Review Order ——— Shopping Cart/Checkout

1 REVIEW ORDER

2 BILLING/SHIPPING

3 CONFIRMATION

« Previous Step Step 1 of 3 Next Step »

Provider: Standard Register

PO Number:

Delete

<input type="checkbox"/>	ID	Description	Unit of Issue	Price	Qty	Total
<input type="checkbox"/>	2013REGLMNYLW	2013 VHCL REG LMN YLW	1000/CT	\$0.00	<input type="text" value="1"/>	\$0.00

Delete

SubTotal: \$0.00

Total: **\$0.00**

« Previous Step Step 1 of 3 **Next Step »** Continue Shopping Discard Order Save Order

Totals may not include all charges reflected in your invoice.

Done

Internet



100%

# Review Billing and Shipping

**Billing/Shipping** — **Shopping Cart/Checkout**

1 REVIEW ORDER    2 BILLING/SHIPPING    3 CONFIRMATION

« Previous Step   Step 2 of 3   Next Step »

Cost Center Details	Shipping Information
Cost Center :* 1320731 <a href="#">Locate Address</a>	Ship To ID: 1320731
Cost Center Name: 1320731	ATTN:
<b>Billing Information</b>	Address 1:
Company Name: KANSAS DIV OF MOTO	Address 2: 915 SW HARRISON ST
Bill To Attn:	City: TOPEKA
Address 1:	State: KS - Kansas
Address 2: 915 SW HARRISON ST	Postal Code: 66626-0001
City: TOPEKA	Country: USA - United States
State: KS - Kansas	
Postal Code: 66626-0001	
Country: USA - United States	
<b>Credit Card</b>	Creating new Recipient information.
<input type="checkbox"/> Pay By Credit Card	

« Previous Step   Step 2 of 3   Next Step »   [Continue Shopping](#)   [Discard Order](#)   [Save Order](#)

Internet   100%

# Confirm & Submit your order

 **Confirmation** ————— **Shopping Cart/Checkout**

1 REVIEW ORDER    2 BILLING/SHIPPING    3 CONFIRMATION

 's information could not be updated due to an error.

[View Terms of Use](#)

◀ Previous Step   Step 3 of 3   Next Step ▶

**Provider: Standard Register**

PO Number:

ID	Description	Unit of Issue	Price	Qty	Total
2013REGLMNYLW	2013 VHCL REG LMN YLW	1000/CT	\$0.00	1	\$0.00

SubTotal:

Total:

**Cost Center Details**

Cost Center:

Cost Center Name:

**Billing Information**

Company Name:

Bill To Attn:

Address 1:

Address 2:

**Shipping Information**

Ship To ID:

ATTN:

Address 1:

Address 2:

City:

State:

Done    Internet    100%

# Order Submitted

## Order Submitted

Order number MV9 submitted.

OK Print Page

### Provider: Standard Register

ID	Description	Unit of Issue	Price	Qty	Total
2013REGLMNYLW	2013 VHCL REG LMN YLW	1000/CT	\$0.00	1	\$0.00

SubTotal: \$0.00

Total: **\$0.00**

Reminder: this is a confirmation and not an invoice.

### Cost Center Details

Cost Center : 1320731

Cost Center Name: 1320731

### Billing Information

Company Name: KANSAS DIV OF MOTOR VEHICLES

Bill To Attn: --

Address 1: --

Address 2: 915 SW HARRISON ST

City: TOPEKA

State: KS - Kansas

Postal Code: 66626-0001

### Shipping Information

Ship To ID: 1320731

ATTN: --

Address 1: --

Address 2: 915 SW HARRISON ST

City: TOPEKA

State: KS - Kansas

Postal Code: 66626-0001

Country: USA - United States

Mail Stop: --

# Track Order Link

SMARTworks Order Confirmation - MV9

Delete

**Kansas**  
Department of Revenue

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# Order Dashboard

powered by SMARTworks

Consumer Order Dashboard

To view an order click the number next to the status.

Only those orders submitted within the last 90 days will be in the search results.  
For orders outside this date range, you can modify the Start and End field beneath the Predefined Date Ranges section.  
Saved orders and Orders Pending Approval will be based on the saved date or the date submitted for approval respectively.

Saved:	0	No PO Acknowledgement:	0
Pending Approval:	0	No PO Acknowledgement or Ship Notice:	0
Pending My Approval:	0	Waiting For Vendor Acknowledgement:	0
Submitted/Approved:	1	<b>Order Statuses</b>	
Approver Rejected:	1	Accepted	
Accepted:	0	Approver Rejected	
Rejected:	0	<b>Order Type</b>	
Declined:	0	Recipient Name	
Shipped:	0	<b>Predefined Date Ranges</b>	
Backordered:	0	User Defined	
		Start: 06/13/2011	
		End: 09/13/2011	
		<b>Search Criteria</b>	
		<input type="text"/>	
		<input type="button" value="Search"/>	

# Order List Display

  
Product Description 

POWERED BY SMARTWORKS<sup>®</sup>

[Home](#) [My SMARTworks](#) [Shopping Cart](#) [Logout](#)

[Orders](#) [Inventory Management](#) [Formpac Reports](#) [Standard Reports](#) [Administration](#) [My SMARTworks](#)

## Order List Display

Page: 1

Order Number	Order Status	Line Item Status	Order Name	Owner	Placed By	Create Date	Create Time	Price
<a href="#">MV9</a>	Submitted/Approved	Submitted/Approved:1		Test User 5, Kansas	Test User 5, Kansas	9/13/2011	8:24:36 AM	

Page: 1

# Questions?

